

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION**

POSITION TITLE: WORK EDUCATION CLERK

POSITION LOCATION: ASDB

POSITION REPORTS TO: Career/Vocational Education Specialist

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS:

High School diploma or G.E.D.; type 35 WPM and clerical experience; job related post high school education or training may substitute for required experience.

PREFERRED QUALIFICATIONS:

Ten key operation by touch, data entry, word processing, bookkeeping ability; skill and experience working with sensory impaired children; proficiency in American Sign Language and experience with the deaf.

MAJOR DUTIES & RESPONSIBILITIES:

Performs mathematical calculation and operate computer programs to compute Work Education payrolls and Vocational Rehabilitation billings; research and maintain files, use typewriter and computer (data entry/word processing); operate a variety of photocopiers; answer phones and interact with students, staff, parents and employers; take notes at meetings; assist with time studies; perform Work Education related business as required; drives students to job sites using school transportation.

SPECIAL CONDITIONS/REQUIREMENTS

Must utilize appropriate personal protective equipment as required.